

## SUMMARY

Business Analyst with 3 years of experience in Agile/Scrum environments, specializing in requirements gathering, BRD/FRD documentation, user stories, stakeholder management, and data-driven decision-making. Strong hands-on experience with SQL, Excel, Power BI, JIRA, and Azure DevOps, delivering business insights and process improvements across CRM, ERP, and SaaS platforms.

## EDUCATION

Master of Business Administration (Finance)  
IGNOU | 2024 – 2026

Bachelor of Arts (Economics) | 2020–2023

## TECHNICAL SKILLS

- SQL:** Complex SQL (Joins, Subqueries, CTEs, Window Functions) | Data Cleaning, Transformation & Performance Optimization
- Microsoft Excel:** Data Analysis & Reporting | Advanced Excel (VLOOKUP/XLOOKUP, INDEX-MATCH) | Pivot Tables & Charts | Data Cleaning | Conditional Formatting
- Power BI (Desktop & Service)** Power Query | DAX | Data Modeling | KPI Dashboards
- Python:** NumPy | Pandas (Data Manipulation & Analysis) | Seaborn (Data Visualization)
- Data Analysis & SQL** | SQL Server | Data Modeling Concepts | Data Validation & Quality Checks | Reporting & Analytics Support
- Azure:** Azure SQL Database

## FUNCTIONAL SKILLS & TOOLS

- Agile Methodologies-Scrum | JIRA | Azure DevOps | Sprint Planning | Backlog Grooming | Epics | User Stories & Acceptance Criteria | Use Cases | Bug & Defect Tracking | Product Lifecycle Management | BRD/FRD | Non-Functional Requirements (NFR) | UAT Coordination | KPIs & Metrics
- Business Analysis & Documentation | Requirements Gathering | Stakeholder Management | Test Plans | SDLC | Microsoft Office Suite (Word, Excel, PowerPoint) | Traceability Matrix (RTM)
- Process Modeling & Design | Confluence | Lucidchart | UML Diagrams | Process Flows | Gap Analysis | Wireframes | Flowcharts | Process Improvement
- REST APIs | API Integration | SaaS Platforms | ERP Systems | CRM Systems (HubSpot)

## PROFESSIONAL EXPERIENCE

### Business Analyst

Equipped Analytical Intelligence | Dec 2024– Present

- End-to-end business requirement gathering through stakeholder workshops and interviews, translating needs into BRDs, FRDs, epics, user stories, and functional specifications.
- Owned and managed the product backlog in Agile/Scrum environments, refining epics and stories, prioritizing features, and maintaining delivery visibility using Azure DevOps and JIRA.
- Acted as the primary liaison between business and technical teams, ensuring alignment of business objectives with technical solutions across CRM, SaaS, and ERP platforms.
- Drove data-driven decision-making by analyzing operational and sales KPIs, identifying trends and risks, and delivering insights through Power BI dashboards.
- Supported pre-sales engagements and solution design, analyzing client business requirements and translating them into cloud, data, SaaS, and AI-driven solution architectures, supporting demos and solution walkthroughs
- Collaborated with UI/UX designers using Figma to design customer journeys, wireframes, and feature flows, ensuring usability and business alignment.

### Associate Business Analyst

Equipped Analytical Intelligence | Jan 2023 – Dec 2024

- Performed data cleansing, manipulation, and analysis using SQL and Excel, supporting dashboards, reports, and routine business analysis.
- Assisted in business requirement gathering by documenting stakeholder inputs and converting them into BRDs, FRDs, user stories, and acceptance criteria.
- Supported Agile ceremonies including daily stand-ups, sprint planning, reviews, and retrospectives, ensuring timely updates and sprint readiness.
- Created and maintained project documentation such as process flows, data dictionaries, test scenarios, and user guides.
- Supported testing activities including Sanity, A/B testing, Regression Testing and UAT coordination to validate business requirements.